

Background


The Board of Trustees believes that the use of video cameras on school buses will help protect the safety of passengers, prevent vandalism, and be a useful resource for school administrators when dealing with student discipline matters.

Procedures

1. Only cameras belonging to the Board will be used. The videos are the property of the Division.
2. The following sign will be posted on every school bus that is adapted to have video cameras.

**“VIDEO SURVEILLANCE
This vehicle may be equipped with
video & audio recording devices”**
3. Parents/guardians will be notified prior to the beginning of each school year and as necessary during the school year that students may be monitored by video surveillance while riding on the school bus.
4. The Transportation Coordinator, Secretary-Treasurer, and/or the School Administrator(s) may view the video when there is a need to investigate a problem which may include suspicion of inappropriate behavior by an individual. In all cases, the use of video recordings is subject to the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).
5. Video recordings will not be disclosed to third parties (outside Division personnel) except as permitted or required by legislation, including the Access to Information Act (ATIA), Protection of Privacy Act (POPA) or court order. Consequently, parents/guardians will not have access to the video recordings except where required under legislation. In most cases, this will only be where the privacy of other individuals on the school bus is protected or consent from affected persons is secured. In some cases, legislation or court orders may permit or require disclosure of video recordings to law enforcement.
6. All video recordings will be maintained securely. Electronic copies will be kept on an independent hard drive under password protection. Only the Transportation Coordinator and Secretary Treasurer shall have access, except where it is otherwise necessary to conduct an investigation or address legal proceedings or obligations. Use and access will only be where reasonably required.

7. Video recordings will not be maintained beyond three (3) months unless they are being relied on for the purpose of an investigation or litigation or otherwise reasonably required for the purpose for which the recording was made.

Reference: Section 33, 52, 53, 222, 225 Education Act Access to Information Act (ATIA) Protection of Privacy Act (POPA)	Approved: 
	Date Approved: August 2025
	Reviewed or Revised:

Note: References shall be updated as required and do not require additional approval